Approved For Release 2001/11/16 : CIA-RDP61S00137A000100160091-3

C-O-N-F-I-D-E-N-T-I-A-L

4 February, 1955

TO : All D/I Personnel

FROM : Chief, D/I

SUBJECT: Priorities of Special Materials

1. All persons handling special materials are reminded that the priorities indicated on the cover sheet reflect the needs of the individual branches. Departures from these priorities often cause delay and inconvenience to analysts, especially those working on current intelligence support.

2. Prompt handling and correct routing of special documents will help to eliminate these difficulties.

3. Secretaries bringing mail to O/Ch/D/I are urged to check routing carefully before placing a document in a branch mail box. Before filing a document, the analyst should make certain that it has no further routing.

[redacted] 25X1A9A

25X1A9A ORR/D/I
[redacted]/jg
4 February, 1955

Distribution:
All D/I Personnel

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